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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #49**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director  
Grants Coordination and School Support

DATE: October 3, 2005

SUBJECT: **FISCAL YEAR 2005 OPERATIONAL MEMO INDEX**

The following memos were transmitted via e-mail during Fiscal Year 2005:

- Memo #1: 60-Day Deadline and Late Claim Exceptions
- Memo #2: FY 2005 Child and Adult Care Food Program Orientations
- Memo #3: Point of Service Record Retention
- Memo #4: Establishing Eligibility of Runaway, Homeless, and Migrant Youth
- Memo #5: Watch Me Grow calendar
- Memo #6: Mealtime Memo for Child Care
- Memo #7: Allowability of Cost for Directors and Officers Insurance in the Child and Adult Care Food Program
- Memo #8: Meal Pattern Requirements for Infants 8 through 11 months in the Child Nutrition Programs
- Memo #9: Clarification on Acceptable Infant Formulas
- Memo #10: Kraft ® Singles
- Memo #11: New Web Site Location for CACFP Operational Memos
- Memo #12: Military Families and Eligibility in the Child Nutrition Programs
- Memo #13: New Requirement for enrollment forms: April 1, 2005

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- Memo #14: CACFP Site Training Prior to Approval
- Memo #15: Food and Nutrition Service (FNS) Guidance Carries Force of Regulation
- Memo #16: Reviews Conducted by Sponsoring Organizations
- Memo #17: Documentation to Verify Required Meal Pattern
- Memo #18: Failure to Respond to Corrective Action
- Memo #19: Household Contacts
- Memo #20: Administrative Reminders for Centers
- Memo #21: Facility Review Requirements
- Memo #22: Household and Foster Child Income Eligibility Statements, Letter to Parent/Guardian, Income Eligibility Guidelines and Instructions  
Attach #1 – Income Eligibility Guidelines  
Attach #2 – Instructions for Determining Eligibility of Food Stamps or FIP Households  
Attach #3 – Instructions for Determining Eligibility of all others  
Attach #4 – Instructions for Determining Eligibility of Foster Children  
Attach #5 – Parent Guardian Letter  
Attach #6 – Parent Guardian Letter – Pricing  
Attach #7 – Household Income Eligibility Statement  
Attach #8 – Foster Child Income Eligibility Statement  
Attach #9 – Automatic Eligibility for Head Start  
Attach #10 – Automatic Eligibility for Even Start
- Memo #23: Mealtime Memo for Child Care  
Attach #1 – Wash your hands  
Attach #2 – Working Safe in the Child Care Setting  
Attach #3 – Nutrition Facts for Parents
- Memo #24: CACFP Fiscal Year 2006 Security Access  
Attach #1 – Security Access Form  
Attach #2 – MEIS Applications: Adding Lower Level Access Rights
- Memo #25: CACFP Application Renewal
- Memo #26: New Reimbursement Rates – Effective July 1, 2005  
Attach #1 – Reimbursement Computation Worksheet

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- Memo #27: Effects of Bussing on Area Eligibility in the Child and Adult Care Food Program
- Memo #28: Policy on Limited Closure of Children's Eligibility to Title I and the National Assessment of Educational Progress
- Memo #29: Acceptance of Food Stamp/TANF/FDPIR
- Memo #30: For-Profit Center Eligibility in the Child and Adult Care Food Program
- Memo #31: Military Families and Eligibility in Child Nutrition Programs
- Memo #32: Rescission of FY2005 Operational Memo #4: Establishing Eligibility of Runaway, Homeless, and Migrant Youth
- Memo #33: Review Requirements for At-Risk Afterschool Care Centers Participating in the Child and Adult Care Food Program (CACFP)
- Memo #34: New Procedure for Monthly Claim for Reimbursement  
Attach #1 – Monthly Revenue/Expense Worksheet Instructions  
Attach #2 – Monthly Revenue/Expense Worksheet
- Memo #35: Changes to the Food Buying Guide for Child Nutrition Programs  
Attach #1 – Pen and Ink Changes to be made to the November 2001 Food Buying Guide
- Memo #36: Revised Listing of Food and Nutrition Service (FNS) Approved Enriched Macaroni Products with Fortified Protein
- Memo #37: CACFP Institution Overclaims – Assessing Interest
- Memo #38: Shared Maintenance Fees Charged by Food Banks
- Memo #39: Interim Rule entitled, "Child and Adult Care Food Program: Improving Management and Program Integrity" (2<sup>nd</sup> Interim Rule)  
Attach #1 – 2<sup>nd</sup> Interim Rule CACFP Management Improvement Rule: New Provisions Effective on October 1, 2004  
Attach #2 – 2<sup>nd</sup> Interim Rule CACFP Management Improvement Rule: New Provisions Effective on or after April 1, 2005  
Attach #3 – 2<sup>nd</sup> Interim CACFP Management Improvement Rule: New Provisions that may be put into effect on or after October 1, 2004

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- Memo #40: Additional Guidance on the Child and Adult Care Food Program (CACFP)  
Second Interim Rule  
Attach #1 – Questions and Answers: Second Interim Rule on  
Management Improvement
- Memo #41: Sponsor Monitoring Requirements in the CACFP
- Memo #42: Monitoring Staff Standards for Centers and Homes
- Memo #43: Providing Information versus Writing Bid Specifications and Contract  
Terms
- Memo #44: Applicability of Federal Requirements to School Food Service  
Procurements
- Memo #45: Reaffirming Food and Nutrition Service (FNS) Position on Rebates
- Memo #46: Federal Procurement Regulations and Horizon Software LLC
- Memo #47: Documenting Reasons for Block Claims by Child Care Centers  
and Day Care Homes
- Memo #48: Mealtime Memo for Child Care
- Memo #49: Fiscal Year 2005 Operational Memo Index